Position Purpose

The Community Colleges rely in part for the funding of programs and operations on funds provided by grants and gifts from government agencies, foundations and private donors. The Office of Development and Community Partnerships is managed by a Dean who assures that all contributions are processed in a fiscally sound manner.

The Assistant to the Dean provides needed support needed to contribute to the effective management of the College’s Development and Community Partnerships Office. The Assistant to the Dean of Development and Community Partnerships contributes to the day to day operations of the office in the following functional areas, budget and fiscal management, information technology literacy skills, and effective oral and written communications. The Assistant to the Dean represents the Office of Development and Community Partnerships in internal and external meetings.

Supervisory and Other Relationships

The Assistant to the Dean is under the supervision of the Dean of Development & Community Partnerships. The position requires working collaboratively with GCC’s faculty, students, and staff. The position also requires working with the GCC Foundation Board of Directors along with community leaders and vendors. The position may supervise, or lead support staff as assigned. The position has substantial cooperative relationships with faculty, administration, students, staff and the public. The incumbent is expected to represent the College in a positive manner and to collaborate with all college departments to contribute to retaining students.

Major Accountabilities

The Assistant to the Dean’s accountabilities are listed below to represent the output requirements of this position. The ultimate goal of this position is to provide support for a wide range of programs and activities related to the Office of Development and Community Partnerships and Gateway Community College Foundation events. These outputs are to be timely, accurate, cost efficient and effective in meeting the needs of the students, the College, the community and the objectives of the Office of Development and Community Partnerships. The Assistant to the Dean is accountable for providing a variety of services in support of the Office of Development and Community Partnerships in these essential functional areas:

- Budget and Fiscal management;
• Information Technology Literacy
• Oral and Written Communications
• Business administration

Examples of Essential Duties and Accountabilities

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Budget and Fiscal Management
   1. Participating in the developing and managing of the operating budget for the Gateway Community College Foundation;
   2. The Assistant to the Dean is accountable for overseeing the successful administration of the Foundation’s donor stewardship software, DonorPerfect, and accounting software package, QuickBooks. This accountability includes such essential tasks as: Entering donations as they are received in a timely manner.
   3. Responsible for running weekly and monthly reports of expenditures and revenues.
   4. Acknowledgement of donations received.
   5. Along with the Dean, work with the Foundation auditors.
   6. Tasked with reviewing current financial processes and making recommendations for improvement and efficient administration of the office.

B. Information Technology Literacy: The Assistant to the Dean is accountable to contributing to successful administration of the Office of Development and Community Partnerships written materials through utilization of all Microsoft Office programs: Word, Excel, PowerPoint, Outlook.

C. Oral and Written Communications:
   1. Responsible for providing front providing front-line customer service via telephone, email, and written communication to all Gateway Community College faculty, staff, and students, Gateway Community College Foundation board members, and external constituents in a courteous and professional manner.

D. Business administration: The Assistant to the Dean is accountable for contributing to the effective operation of the Dean’s office. This accountability includes such essential tasks as:
   1. Providing front-line support services within the Office of Development and Community Partnerships to run the office efficiently and effectively on a daily basis including such tasks as preparing the Dean’s daily meeting/event schedule, and compilation of meeting material packets, meeting agendas and minutes,
   2. Tasked with reviewing current processes and making recommendations for improvement and efficient administration of the office.
Professional Participation and Development

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is expected to maintain currency in the position’s fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of all written records kept within the Office of Development and Community Partnerships and other information of a confidential nature.

Qualifications

Incumbents are required to have demonstrated substantial knowledge, skills and abilities in the following areas:

Budget and fiscal management;
- Information technology literacy skills;
- Ability to understand and effectively utilize sophisticated fundraising software.
- Excellent communication and interpersonal skills.
- Ability to maintain high level of confidentiality on records management.
- Ability to maintain accurate records and prepare reports.
- Ability to work effectively with a culturally and ethnically diverse population.
- Ability to work as a team player in a fast-paced work environment.
- Experience working in a higher education setting.
- Work with a diverse array of individuals including Gateway Community College students, faculty, staff, Foundation Board Members, external corporations, non-profit organizations, vendors, etc…
- Knowledge of DonorPerfect and BANNER software packages a plus.
- Knowledge of all Microsoft Office Products: Outlook, Excel, Word, PowerPoint
- Expertise with accounting software, QuickBooks.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor’s degree in an appropriately related field together with two or more years of related experience; or a combination of
education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties.

**Work Environment**

Incumbents typically perform their work in offices. The position could require some physical work. Incumbents perform a majority of their work in the office. Reasonable accommodation will be made for incumbents with physical limitations.